



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Division of Law Enforcement**

Procedure for Partial In-service Course (PIC-3) Approval

1. Submit request for course approval **at least sixty (60) days** prior to training session.*
Submissions should include:
 - a. Name of sponsoring agency and mailing address,
 - b. Name of course director and contact information (email address and phone number),
 - c. Course date(s), time(s) and location(s), if possible,
 - d. List of instructors and a brief resume of each, and
 - e. Agenda (hour-by-hour account of each course). ***Please indicate which sections you think merit legal and/or cultural diversity credit. Staff will take this into consideration when reviewing course information and determine if legal credit should be approved.***
2. Upon approval, a Pre-approved Partial In-service Credit (PIC-3) form will be valid until December 31st of the calendar year in which the application is approved or until a change is made in the course curriculum content, whichever is sooner. ***(NOTE: If the same course is to be presented several times throughout calendar year, course sponsor should retain the original copy of the approved PIC-3 for their files. These forms can then be used for the same classes at other dates and locations by typing or writing the information in the appropriate areas of Part II on the forms prior to copying them for distribution during the class.)***
3. Requestor must agree to ensure attendance for the entire course for any student requesting credit (by maintaining a class roster).
4. The Requestor must agree to maintain a file containing student names and attendance sheets, course curriculum, and test scores where applicable.
5. Requestor must agree to provide students requesting credit with a form (PIC-3) certifying attendance at the training course.
6. Students should take PIC-3 form to employing agency to have signed by agency administrator. Agency should keep a copy for their records and send completed form to certified training academy to record training hours within thirty (30) days of completion of course.

NOTE: Please remind attendees that the PIC-3 form should not be returned to DCJS as it was already pre-approved by our agency.

*Requests can be sent electronically to **Jerri Smith**, DCJS Academy, at jerri.smith@dcjs.virginia.gov or **804-786-7898**. Requests can also be faxed to **(804) 786-0410**, or mailed to:

**Ms. Jerri Smith
Department of Criminal Justice Services
Law Enforcement Division
1100 Bank Street, 12th Floor
Richmond, Virginia 23219**